



## **COMMUNITY ACTION ADVISORY BOARD**

Tuesday, November 15, 2022 6:00 P.M  
Vista Center Conference Room 60  
2300 N. Jog Rd  
West Palm Beach, FL 33411

### **Members Present**

Kevin Jones  
Mary R. Wilkerson  
Raynold Sam  
Steve West (Z)  
Sandra Wright (Z)  
Guillermo Carrasco (Z)  
Alesia Keller  
Carol Gilbert- Jones

### **Seat Representation**

Public Sector  
Public Sector  
Public Sector  
Public Sector  
Private Sector  
Low Income Sector  
Private Sector  
Private Sector

### **Members Absent/ Excused**

Cynthia Ridley  
Michaela Key  
Xzavious Wiley  
Yves Saint Hillien  
Linda Williams (E)  
Georgia Smith-Gilbert

### **Seat Representation**

Low Income Sector  
Low Income Sector  
Low Income Sector  
Low Income Sector  
Private Sector  
Low Income Sector

### **Staff Present**

Natalie Diaz  
Mary Imitola  
Adriane Marcelle  
Zaida Gonzalez  
Abigail Rodriguez  
Bianca Murphy  
Helene Hvidz  
Yrinea Del Bosque  
Sammie Dean Sutton

### **Organization/Title**

CAP Program Manager  
Customer Service Supervisor  
Grant Compliance Specialist I  
Community Outreach Specialist II  
Community Outreach Specialist II  
PBC, Public Information Officer  
Palm Beach County Attorney  
CAP Program Coordinator  
CAP Program Coordinator

### **Public Sector**

Diane Lewis

### **Organization/Title**

Feeding Hope Village, Inc.

---

---

## I. CALL TO ORDER

- **Invocation-** A brief invocation by Mr. Kevin Jones.
- **Roll Call-**The Board Chair called the meeting to order at 6:05 P.M. A quorum was present.
- **Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees.

## II. AGENDA APPROVAL

- **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- Motion to approve Meeting Agenda for November 15, 2022 was made by Kevin Jones. Motion was seconded by Mary Wilkerson. Motion passed. **Meeting Agenda for November 15, 2022 was adopted by quorum.**

## III. REGULAR BUSINESS

- Motion to approve August 31, 2022 meeting minutes was made by Kevin Jones. Mary Wilkerson seconded the motion. Motion passed. **August 31, 2022 minutes were adopted by a quorum.**
- LIHEAP Quarterly Financial update was reviewed:
  - LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance as of 08/31/2022 was \$4,384,238 with \$3,944,386 in direct client assistance category now ends 3/31/2023, thanks to an extension. HEA balance = \$1,235,702; CBC balance = \$2,607,566.58; WRC balance = \$101,107.
  - LIHEAP PY21 NFA# 041247 – New Allocation = \$5,214,899. The balance as of 08/31/2022 was \$5,214,899 with \$5,214,899 in direct client assistance category ends: 09/30/2023.
  - LIHEAP ARP NFA# 40037- New Allocation = \$4,273,460. The balance as of 08/31/2022 was \$2,101,292 with \$2,101,292 in direct client assistance category now ends 3/31/2023, thanks to an extension. HEA balance = \$158,460.17; CBC balance = \$1,942,831.87.
- CSBG Quarterly Financial update was reviewed:
  - CSBG CARES Act NFA# 039797 – Allocation = \$1,063,042.74. The balance as of 08/31/22 was \$516,175 with \$44,778 in direct client assistance category that ended 10/31/22. We are awaiting final invoices from our partnerships with

CareerSource, PBC Food Bank, and CROS Ministries, which will exhaust any remaining balances.

- CSBG PY21 NFA# 39964- Allocation = \$1,064,915. The balance as of 8/31/22 was \$356,092 with a current balance of \$154,630.92 with \$110,042.49 in direct client assistance category that ended 10/31/22. This funding was used for vocational training.
- CSGB PY22# 041192 – New Allocation = \$1,094,998. The balance is of 09/15/22 was \$1,091,919 with \$877,499 in direct client assistance category that ends 09/20/23. The direct client assistance is being used for vocational training.
- LIWHAP Quarterly Financial update was reviewed:
  - LIHWAP CAA PY22 NFA# 41304 – New Allocation = \$2,819,508. The balance as of 09/15/22 was \$2,809,894 with \$2,572,676 in direct client assistance category ends: 09/30/2023. ERA redirects spent \$9,614.75
  - LIHWAP ARP NFA# 41274 – New Allocation = \$2,234,474. The balance as of 09/15/2022 was \$2,175,618 with \$1,985,361 in direct client assistance category ends: 09/30/2023. ERA redirects spent \$58,856.

Mary Wilkerson requested that the Glades Office be made available for walk-in services. She said that the client were older, and not tech savvy enough to complete the applications alone. Due to the need for an appointment, clients were often left without power/water. Diane Lewis agreed and indicated a similar scenario for older clients in Riviera Beach.

Steve West requested to introduce a vocational certification program to the County at no cost.

- LIHEAP Quarterly Programmatic Reports were reviewed:
  - HEA: Served 729 clients restored power
  - CBC: Served 2901 clients
- LIHWAP Quarterly Programmatic Reports were reviewed:
  - WRC: Served 181 clients
- CSBG Quarterly Programmatic Reports were reviewed:  
Family Self- Sufficiency program- August 31, 2022 – November 15, 2022:
  - Total completed a training: 9
  - Total who increased income up to a living wage: 8Natalie Rodriguez explained that a living wage constitutes an hourly pay grade of \$15 or more per hour of work. Carol Jones-Gilbert wanted to know how the clients were being tracked. Natalie explained the tracking systems for CSBG funding with CSD.
- Board Seats Update:
  - Private Seat 10 (Health) is vacant. Motion was made by Mary Wilkerson and seconded by Raynold Sam to request a replacement from the Health Care District to fill this seat.

- Low-Income Seat 12 (WPB) is vacant; CSD will advertise the seat in the local area to recruit nominations to fill this seat. Former Board Member Denise Brown requested to have it noted that she was interested in this seat.
- Low-Income Seat 11 (Tri-City) has not participated and is being considered for replacement after the Board Retreat scheduled 12/15/22. Mary Wilkerson recommended a potential replacement by the name of Mrs. Gully in Pahokee, FL. Mrs. Wilkerson says that she will assist with locating a suitable replacement for this seat if needed.

#### IV. NEW BUSINESS

- The 2023 CAP Plan was provided and reviewed. Mary Wilkerson motioned to adopt the CAP Plan and Raynold Sam seconded the motion. Motion passed and was adopted for submission. Mary Wilkerson asked to have Mr. Green or someone speak to the board regarding micro housing and other housing services.
- The following documents were distributed:
  - A copy of the CAAB Bylaws were provided and reviewed.
  - The Annual Meetings Calendar was provided and reviewed.
  - The Annual Conflict of Interest Disclosure Policy was provided and reviewed. Each member present signed and returned a copy of the Disclosure. The board members attending remotely and those not present to review, sign, and return. This information may be reviewed at the Annual Board Retreat scheduled 12/15/22
  - The CAAB Members Roster and Committee Roster was provided and reviewed.
  - The Whistle Blower Policy was provided and reviewed. The County PPM CW-O-086 regarding OIG Reporting was provided and reviewed in support of the Whistle Blower Policy.
- The Voting of Officers:
 

Mary Wilkerson was nominated for Board Chair, but declined. Carol Jones-Gilbert was nominated for Board Chair. She did not decline. Kevin Jones motioned to accept Carol Jones- Gilbert as Board Chair, Mary Wilkerson seconded the motion. Motion passed.

Mary Wilkerson was nominated for Vice- Chair. She did not decline. Kevin Jones motioned to accept Mary Wilkerson as Vice- Chair, Raynold Sam seconded the motion. Motion passed.

Alesia Keller was nominated as Secretary. She did not decline. Kevin Jones motioned to accept Alesia Keller as Secretary, Mary Wilkerson seconded the motion. Motion passed.
- The Organizational Standards are due on or about 12/05/2022 and are not entirely completed. A more current update may be provided at the Annual Retreat Scheduled 12/15/22 once completed.
- Board agrees to organize and establish its Committee Roster during the Annual CAAB Retreat. Information was distributed to all board members to assist with the determination of desired placement within the committees prior to the next meeting.

- Official Notice was provided that the Annual Board Retreat will take place 12/15/22 at 820 Datura Street. West Palm Beach, FL 33401 from 11:00am- 1:00pm. Food will be served. The Agenda was not provided at this time.

V. **PUBLIC COMMENTS** – SOFI Point-of-Contact has changed. Notice and information on the new contact person will be provided to the Board right away for those members scheduled to volunteer. A new CAP Program Coordinator was introduced as Yrinea DelBosque. December 2022 Outreach Site is North County Senior Center.

VI. **ADJOURNMENT** – The meeting adjourned.

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director , Date  
By: Natalie Diaz Rodriguez

Approved by Advisory Board:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meeting Chair, Kevin Jones

Approved Minutes

Submitted to DEO on Date: \_\_\_\_\_

Added to Board Archive

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Secretary